

# Town of Renfrew



## Electronic Payment and Remittance Program

The Town of Renfrew is pleased to provide Direct Deposit (EFT) for vendor related payments. Instead of mailing a cheque for payment of your invoices, we will electronically transfer the payment to your bank account and notify you via e-mail that the bank transfer is being made. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost or stolen cheques and postal disruptions.

### Company Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

### Remittance Information

Contact Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail address for remittance advice: \_\_\_\_\_

### Direct Deposit Information

Institution No. (3 digit) \_\_\_\_\_ Transit No. (5 digit) \_\_\_\_\_ Bank Account No. \_\_\_\_\_

Bank Name \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Unit No. \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

### Authorization

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEND THIS COMPLETED PAGE ALONG WITH A "VOID" CHEQUE SAMPLE  
VIA EMAIL TO: [treasury@renfrew.ca](mailto:treasury@renfrew.ca)**